

**MINUTES**  
**POLICE AND FIRE COMMISSION**  
**Thursday, May 1, 2014**  
**City Hall, Room 310**  
**5:00 PM**

MEMBERS PRESENT: Commissioners Rod Goldhahn, Jim Coates, and David Nelson

EXCUSED: Comm. Elizabeth Kostichka

OTHERS PRESENT: Police Chief Tom Molitor, Fire Chief David Litton, HR Operations Manager Melanie Falk, Battalion Chief Rob Goplin, Chris Develice, and Matthew Macnik

**1. Roll Call.**

The meeting was called to order at 5:00 pm by President Rod Goldhahn. Roll call was taken as noted above.

**2. Approval of the minutes from the meeting of the Police and Fire Commission held April 3, 2014 and approval of the minutes from the special meeting of the Police and Fire Commission held April 11, 2014.**

Comm. Goldhahn requested a motion to approve the meeting minutes, as submitted. Motion made by Comm. Nelson, second by Comm. Coates. Motion carried.

**3. President's Report.**

Comm. Goldhahn reminded the Commissioners that on Monday, May 5, 2014 and on Thursday May 8, 2014, there are Patrol Officer candidate interviews at 5:00 p.m.

Comm. Goldhahn reported that he had an opportunity to attend a great Police Explorer meeting with three Police Department members and the Boy Scout representatives. Comm. Goldhahn commented that the meeting was filled with enthusiasm and stated that there are many people lined up to help and support the venture. The post should be in place for kick-off before school is out. Comm. Goldhahn requested that Police Chief Tom Molitor pass on many thanks to the three Police Department members.

**4. Communications.**

**a. Budget Status Report**

**b. Budget Spreadsheet**

Comm. Goldhahn stated that on the Budget Spreadsheet, there is a total of \$7,500.00 in charges last month. In looking at the bills for both this month and last month, Comm. Goldhahn commented that he could not get the figures to match and questioned whether this dollar amount was spent in the month of March. Melanie Falk, HR Operations Manager, stated that she would check on this issue and report back. There was no further discussion.

## **5. Presentation of the Executive Fire Officer Certification to Battalion Chief Robert Goplin.**

Fire Chief David Litton took the opportunity to acknowledge Battalion Chief Robert Goplin in receipt of the Executive Fire Officer Certification from the National Fire Academy. Chief Litton commented that the certification is special.

Chief Litton explained that each year the National Fire Academy, which started in 1986, receives between 800 and 1,000 applications, both from the U.S. as well as internationally, for the program. It is a very competitive process and only 200 applicants are accepted. The 200 accepted applicants undergo a 4-year time commitment to spend 2 weeks at the Academy going through specific educational processes. Then, the applicants come back and identify issues occurring within their own local communities and write a research project paper on how to deal with those issues. Of those 200, only 50% finish the program and receive the Certification designation as an Executive Fire Officer. Chief Litton further explained that in the history of the National Fire Academy, approximately 27 years, there are fewer than 3,500 graduates of the program. Chief Litton stated that there are less than half of the 3,500 graduates still working.

Chief Litton commented that the Executive Fire Officer Certification certificates are sent directly to the chiefs of the departments. Chief Litton received the certificate a few weeks ago and had it professionally framed. Chief Litton congratulated Battalion Chief Goplin, as well as acknowledged his accomplishment in being one of the 3,500 graduates in the history of the program. He then presented the framed certificate to him. Those present applauded Chief Goplin's efforts in achieving the certificate.

Chief Litton asked that Chief Goplin briefly describe what he did to earn the Executive Fire Officer Certification. Chief Goplin responded that he prepared 4 research project papers. Three out of the 4 were related to one of the most important events to Chief Goplin personally; the fire in which Fire Lieutenant Wolff lost his life.

In the first research project paper, Chief Goplin stated that he identified concerns within the department related to firefighters requesting assistance. Particularly when circumstances dictated that they needed assistance; why at times assistance was requested and why at times it was not requested. In the second research project paper, Chief Goplin stated that he discussed implementing a program in Green Bay that would require protecting exposed structural elements in a home from fire. Chief Goplin gave an example of an exposed basement flooring which could be protected from fire without going the route of a local sprinkler ordinance. In the third research project paper, Chief Goplin stated that this topic was related to the potential for a mass evacuation at Lambeau field due to a fire or intentional event, and the impact that a mass evacuation would have on the community. In the fourth research project paper, Chief Goplin stated that this topic was related to the impact of a firefighter who calls a mayday. Specifically,

how does the call affect other firefighters on the scene? How does it affect them mentally and physically? How does the call impact how the incident commander manages the incident? Chief Goplin further stated that the findings from the research project papers have all been utilized internally within the department, in some shape or form, to bring about change in how those types of incidents are handled.

Chief Goplin added that the National Fire Academy program is great. The instructors bring an incredible background and class cohorts offer tons of experiences to draw from. There is a connection forever; always having someone to reach out to and ask questions. Chief Goplin thanked the City of Green Bay and the Commission for their support in allowing the department to take part in programs, such as the National Fire Academy.

Comm. Goldhahn posed a question to Chief Goplin regarding feedback from other Fire Departments that may have utilized his publications. Chief Goplin answered that there are times when people communicate to him that they have read his research project papers and may or may not have made department changes as a result. Chief Litton added that the point of the National Fire Academy program is to advance the professional body of knowledge within the fire service. All of the research projects are available via the resource library at the Academy.

Comm. Nelson posed a question to Chief Goplin regarding truss construction in homes. Chief Goplin replied that the majority of his second research project paper was based on the lightweight building construction seen in modern day homes and its impact on the fire service. Chief Goplin stated that a remedy for such building construction is sprinkler systems and protecting the exposed elements of the home with drywall or sheet rock. Chief Litton commented that Underwriters Laboratories (UL) did a study on this subject which was published within the last 18 months. Chief Litton further commented that the UL study included some flooring systems, such as parallel core trusses and lightweight eye trusses, which fail/collapse when exposed to fire nearly 99% of the time in the stage known as the "operational period". Chief Litton explained that the "operational period" is the time interval between dispatch and arrival on the scene. Chief Litton noted that this characteristic has changed the dynamic of how the Fire Department deals with fires. Over the past 6 to 8 months, fire training has focused on addressing this issue.

## **6. Report from the Chiefs.**

Police Chief Tom Molitor stated that a couple of candidates set for hire in May have fallen out of the process. Therefore, hiring will be postponed until June when another slate of candidates will be put together; more details will follow at a future meeting.

Chief Molitor stated that he has been very busy with the use of force incident that occurred on Washington Street. Chief Molitor added that a letter had been sent to each of the Commissioners describing the incident. Chief Molitor further added that an investigation is being conducted and the letter describes what the process will be going forward.

Comm. Goldhahn commented that Chief Molitor's letter was very clear.

Fire Chief David Litton presented the Fire Department Annual Report to the Commissioners. Chief Litton asked the Commissioners to read through the report and added that he would be available to answer any questions. Chief Litton commented that the report was also sent to the Board, and it will be available at the library and on the website.

Chief Litton spoke briefly on the fire dispatch center and dispatch time. As previously reported in the first month analyzed, the time between a call being answered at the dispatch center to a unit being dispatched was two minutes, thirty seconds. Chief Litton was pleased to report that after compiling 4-weeks of data for the month of April 2014, due to new process implementation and several months of training, the average time is one minute, six seconds. Chief Litton noted that the decrease is a significant improvement in the time that it takes for department intervention in an emergency situation and is right on target with national standards. Chief Litton added, in general, turn out time in processes, procedures and equipment has decreased across the board.

Chief Litton stated the hiring notices have been sent out by Fox Valley Technical College (FVTC) for the 2015 recruitment process. The notice is also available on the City website; is available on NEOGOV, and it is posted on the Fire Department website. Local media will be contacted shortly. FVTC will begin taking applications on May 5<sup>th</sup> and the process will run for five weeks.

Chief Litton remarked that he will be at Franklin Middle School on May 2<sup>nd</sup> and will be visiting again in a couple of weeks. A group representative of the Police Department, as well as Mayor Jim Schmitt, and Alderperson Brian Danzinger will visit the 7<sup>th</sup> and 8<sup>th</sup> grade body to speak on opportunities in local government. Chief Litton will specifically target opportunities within the Fire Department to gain interest.

## **7. Bills**

- a. Prevea Invoice 89297 \$175.00**
- b. Prevea Invoice 89272 \$2,192.50**

Comm. Coates made a motion to approve the bills with a second by Comm. Nelson. Motion carried.

## **8. Set date of next meeting.**

The next regularly scheduled meeting of the Police and Fire Commission is scheduled for June 5, 2014, at 5:00 pm in room 310 of City Hall.

A motion to adjourn was made by Comm. Nelson and seconded by Comm. Coates. Motion carried and the meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Christine Hawkes, Recording Secretary

APPROVED: \_\_\_\_\_  
Rod Goldhahn, President